

**- UNCLASSIFIED -**

**DoD DIRECTIVES PROGRAM COORDINATION RECORD**

*(Please read instructions on back before completing form.)*

<b>1. CLASSIFICATION OF ISSUANCE</b> <i>(X one)</i>		<b>2. TYPE OF DoD ISSUANCE</b> <i>(X one)</i>		<b>3. TYPE OF ACTION</b> <i>(X one)</i>	
<input type="checkbox"/> TOP SECRET	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> DoDD <i>(DoD Directive)</i>	<input type="checkbox"/> DoDM <i>(DoD Manual)</i>	<input type="checkbox"/> DTM <i>(Directive Type Memo)</i>	<input type="checkbox"/> NEW
<input type="checkbox"/> SECRET	<input type="checkbox"/> UNCLASSIFIED	<input type="checkbox"/> DoDI <i>(DoD Instruction)</i>	<input type="checkbox"/> AI <i>(Administrative Instruction)</i>		<input type="checkbox"/> CHANGE
					<input type="checkbox"/> REISSUANCE
					<input type="checkbox"/> CANCELLATION
<b>4. DISTRIBUTION STATEMENT</b> <i>(X one)</i>					
<input type="checkbox"/> UNLIMITED <input type="checkbox"/> RESTRICTED <input type="checkbox"/> NOT RELEASABLE					
<b>5. DoD ISSUANCE NUMBER</b> <i>(See instructions on page 2)</i>			<b>6. COORDINATION SUSPENSE DATE.</b> DoD Directives Program Portal sets suspenses automatically. For Directives, a suspense of 20 working days will be set from the date of posting on the Portal. Other issuances will receive a 45-day suspense from date of posting. For DTMs, a suspense of 15 working days will be assigned. Expedited coordinations must be approved by Directives Division.		
<b>7. SUBJECT</b> <i>(Title of Issuance)</i>			<b>8. PURPOSE AND REMARKS</b> <i>(Continue on back if necessary)</i>		
<b>9. FEDERAL REGISTER PUBLICATION REQUIRED</b> <i>(X one)</i>					
<input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>10. REPORTING REQUIREMENTS</b> <i>(X as applicable)</i>					
<input type="checkbox"/> OMB <i>(Public)</i> <input type="checkbox"/> RCS <i>(DoD and/or Interagency)</i>					
<b>11. FORMS PRESCRIBED</b> <i>(X one)</i>		<b>12. PRIVACY REQUIREMENTS</b> <i>(X one)</i>			
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>13.a. ACTION OFFICER NAME</b> <i>(Last, First, Middle Initial) (Print or type)</i>					
<b>b. OFFICE DESIGNATION</b>					
<b>c. COMPLETE MAILING ADDRESS</b>					
<b>14.a. ORIGINATING AUTHORIZING OFFICIAL</b> <i>(See instructions on page 2)</i>					
<b>(1) SIGN</b>					
<b>(2) PRINT OR TYPE NAME</b>					
<b>d. TELEPHONE</b> <i>(Include Area Code)</i>		<b>e. FAX NUMBER</b> <i>(Include Area Code)</i>		<b>b. POSITION TITLE</b> <i>(Print or type)</i>	
<b>f. E-MAIL ADDRESS</b>				<b>c. DATE FORM SIGNED</b>	
<b>15. COORDINATING OFFICIALS.</b> <i>(Mark all that apply with either P (Primary) or C (Collateral). Mandatory coordinators are already marked with an "M." (See page 2 of this form for explanation of coordinating levels.))</i>					
<input type="checkbox"/> ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS		<input type="checkbox"/> UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER PDUSD (COMPTROLLER) DIR DEFENSE CONTRACT AUDIT AGENCY DIR DEFENSE FINANCE AND ACCOUNTING SERVICE			
<input type="checkbox"/> ASSISTANT SECRETARY OF DEFENSE FOR NETWORKS AND INFORMATION INTEGRATION/DoD CHIEF INFORMATION OFFICER DIR DEFENSE INFORMATION SYSTEMS AGENCY		<input type="checkbox"/> UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE PDUSD (INTELLIGENCE) DIR DEFENSE INTELLIGENCE AGENCY DIR DEFENSE SECURITY SERVICE DIR NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY DIR NATIONAL RECONNAISSANCE OFFICE DIR NATIONAL SECURITY AGENCY/CHIEF, CENTRAL SECURITY SERVICE			
<input type="checkbox"/> ASSISTANT SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS DIR DEFENSE MEDIA ACTIVITY					
<input type="checkbox"/> ASSISTANT TO THE SECRETARY OF DEFENSE FOR INTELLIGENCE OVERSIGHT					
<input type="checkbox"/> CHAIRMAN OF THE JOINT CHIEFS OF STAFF					
<input type="checkbox"/> DEPUTY CHIEF MANAGEMENT OFFICER DIR DEFENSE BUSINESS TRANSFORMATION AGENCY		<input type="checkbox"/> UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS PDUSD (PERSONNEL AND READINESS) ASD (HEALTH AFFAIRS) ASD (RESERVE AFFAIRS) DIR DEFENSE COMMISSARY AGENCY DIR DEPARTMENT OF DEFENSE EDUCATION ACTIVITY DIR DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY DIR TRICARE MANAGEMENT ACTIVITY			
<input checked="" type="checkbox"/> M	<input type="checkbox"/> DIRECTOR ADMINISTRATION AND MANAGEMENT, OSD DIR PENTAGON FORCE PROTECTION AGENCY DIR WASHINGTON HEADQUARTERS SERVICES				
<input type="checkbox"/> DIRECTOR COST ASSESSMENT AND PROGRAM EVALUATION					
<input type="checkbox"/> DIRECTOR NET ASSESSMENT					
<input type="checkbox"/> DIRECTOR OPERATIONAL TEST AND EVALUATION					
<input checked="" type="checkbox"/> C	<input type="checkbox"/> GENERAL COUNSEL, DEPARTMENT OF DEFENSE DEFENSE LEGAL SERVICES AGENCY	<input type="checkbox"/> UNDER SECRETARY OF DEFENSE FOR POLICY PDUSD (POLICY) ASD (ASIAN & PACIFIC SECURITY AFFAIRS) ASD (GLOBAL STRATEGIC AFFAIRS) ASD (HOMELAND DEFENSE & AMERICAS' SECURITY AFFAIRS) ASD (INTERNATIONAL SECURITY AFFAIRS) ASD (SO/LIC & INTERDEPENDENT CAPABILITIES) DIR DEFENSE SECURITY COOPERATION AGENCY DIR DEFENSE POW/MP OFFICE DIR DEFENSE TECHNOLOGY SECURITY ADMINISTRATION			
<input checked="" type="checkbox"/> M	<input type="checkbox"/> INSPECTOR GENERAL, DEPARTMENT OF DEFENSE				
<input type="checkbox"/> SECRETARY OF THE AIR FORCE					
<input type="checkbox"/> SECRETARY OF THE ARMY					
<input type="checkbox"/> SECRETARY OF THE NAVY		<input type="checkbox"/> OTHER <i>(Identify)</i>			
<input type="checkbox"/> UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS PDUSD (ACQUISITION, TECHNOLOGY, AND LOGISTICS) ASD (ACQUISITION) ASD (LOGISTICS AND MATERIEL READINESS) ATSD NUCLEAR CHEMICAL BIOLOGICAL DEFENSE PROGRAMS DIR DEFENSE RESEARCH AND ENGINEERING DIR OPERATIONAL ENERGY PLANS AND PROGRAMS DIR DEFENSE ADVANCED RESEARCH PROJECTS AGENCY DIR DEFENSE CONTRACT MANAGEMENT AGENCY DIR DEFENSE LOGISTICS AGENCY DIR DEFENSE THREAT REDUCTION AGENCY DIR MISSILE DEFENSE AGENCY DIR DEFENSE TECHNICAL INFORMATION CENTER DIR DOD TEST RESOURCE MANAGEMENT CENTER DIR OFFICE OF ECONOMIC ADJUSTMENT		<input type="checkbox"/> OTHER <i>(Identify)</i>			
<b>16.a. COORDINATING OFFICIAL</b> <i>(See instructions on page 2)</i>					
<b>(1) SIGN</b>				<input type="checkbox"/> CONCUR <input type="checkbox"/> CONCUR WITH COMMENT	
<b>(2) PRINT OR TYPE NAME</b>				<input type="checkbox"/> NO COMMENT <input type="checkbox"/> NONCONCUR WITH COMMENT	
<b>b. POSITION TITLE</b> <i>(Print or type)</i>					
<b>c. DATE FORM SIGNED</b>					

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8. PURPOSE AND REMARKS (Continued)

INSTRUCTIONS FOR COMPLETING SD FORM 106

(For additional information on coordination requirements and signature levels, see Sections 6 and 7 of Enclosure 3 to DoDI 5025.01.)

**ITEM 1. CLASSIFICATION OF ISSUANCE**

Place an "X" in the appropriate box.

**ITEM 2. TYPE OF ISSUANCE**

Place an "X" in the appropriate box. See DoDI 5025.01 for DTM guidelines.

**ITEM 3. TYPE OF ACTION**

Place an "X" in the appropriate box.

**ITEM 4. DISTRIBUTION STATEMENT**

Place an "X" in the appropriate box.

**Unlimited:** Unclassified issuance approved for public release.

**Restricted:** Issuance approved for release through controlled internet access from the DoD Issuances Web Site on the SIPRNET.

**Not Releasable:** Issuance shall not be released on the Internet. Release shall be approved and accomplished by the cognizant Component. (See review and clearance requirements in DoDD 5230.9 and DoDI 5230.29 to determine the appropriate release and distribution option for the issuance.)

**ITEM 5. DOD ISSUANCE NUMBER**

For a new DoD issuance, enter the 4-digit number of the major subject group (See the DoD Issuance Numbering System on the DoD Issuances Web Site). For a revision, change, or cancellation, enter the existing number of the DoD issuance.

**ITEM 6. COORDINATION SUSPENSE DATE**

The DoD Directives Program Portal sets suspenses automatically. For Directives, a suspense of 20 working days will be set from the date of posting on the portal. Other issuances will receive a 45-day suspense from date of posting. Expedited coordinations, including coordinations of DTMs, must be approved by Directives Division.

**ITEM 7. SUBJECT**

Enter the title of the issuance. It shall be no longer than two lines.

**ITEM 8. PURPOSE AND REMARKS**

Enter the reason for the action and any supplementary or background information to support it. If the issuance should be reviewed by DoD officials who are under the cognizance of an Under Secretary of Defense, an Assistant Secretary of Defense, or a Deputy Under Secretary of Defense, make recommendations in this block.

**ITEM 9. FEDERAL REGISTER PUBLICATION REQUIRED**

Place an "X" in the appropriate box. Any issuance that levies requirements on the public, Federal or Government employees outside the Department of Defense, and/or the Reserve Components, or that has public or political interest, should be considered for publication in the FR. (See AI No. 102.)

**ITEM 10. REPORTING REQUIREMENTS**

Select "OMB" when collecting information from the public and "RCS" when collecting information from other DoD Component employees and/or other Federal agency employees. (See DoD 8910.1-M.)

**ITEM 11. FORMS PRESCRIBED**

Place an "X" in the appropriate box. (See DoD 7750.7-M.)

**ITEM 12. PRIVACY REQUIREMENTS**

Place an "X" in the appropriate box. Privacy requirements apply to any issuance that addresses the collection, maintenance, use or dissemination of personal information regarding U.S. citizens or aliens admitted for permanent residence. (See DoDD 5400.11 and DoD 5400.11-R.)

**ITEM 13. ACTION OFFICER**

Enter the appropriate information.

**ITEM 14. ORIGINATING AUTHORIZING OFFICIAL**

PRINT OR TYPE THE OFFICIAL'S NAME in block 14.a(2). ENTER THE OFFICIAL'S POSITION TITLE in block 14.b. and the signature date in block 14.c. Positions authorized to start coordination are listed by type of issuance. Any delegation of signature authority must be provided to the DA&M in writing.

**DoDDs, DoDIs and DTMs that Establish Policy:**

- THE HEADS OF THE OSD COMPONENTS
- THEIR PRINCIPAL DEPUTIES

**DoDIs and DTMs that Implement Policy, DoDMs, and AIs:**

- THE HEADS OF THE OSD COMPONENTS
- THEIR PRINCIPAL DEPUTIES
- THE OSD PRESIDENTIALLY APPOINTED, SENATE-CONFIRMED (PAS) OFFICIALS\*

**ITEM 15. COORDINATING OFFICIALS**

**Mandatory Coordinators:** Pre-filled (IG DoD; DA&M).

**Primary Coordinators:** Have equity or interest in the issuance. Response required; however, if no response is received by the suspense date, the issuance approval process shall continue.

**Collateral Coordinators:** Are provided the issuance for information only. No response required, but comments received will be included. GC, DoD, is always a collateral coordinator in the formal coordination stage.

**Other:** Other Federal agencies such as the Department of Homeland Security. The action officer is responsible for providing coordination to agencies not on the Portal.

**ITEM 16. COORDINATING OFFICIAL**

PRINT OR TYPE THE OFFICIAL'S NAME in block 16.a(2). ENTER THE OFFICIAL'S POSITION TITLE in block 16.b. and the signature date in block 16.c. Positions authorized to coordinate are listed by type of issuance. Authority may be delegated to a position at the level of a flag officer, Senior Executive Service member, or senior level employee. Any delegation of coordination authority must be provided to the DA&M in writing.

**DoDDs, DoDIs and DTMs that Establish Policy:**

- THE HEADS OF THE OSD COMPONENTS AND THEIR PRINCIPAL DEPUTIES.
- THE SECRETARIES, UNDER SECRETARIES, ASSISTANT SECRETARIES, GENERAL COUNSELS, AND ADMINISTRATIVE ASSISTANTS OF THE MILITARY DEPARTMENTS.
- THE CHAIRMAN AND VICE CHAIRMAN OF THE JOINT CHIEFS OF STAFF AND THE DIRECTOR AND VICE DIRECTOR OF THE JOINT STAFF.

**DoDIs that Implement Policy, DoDMs, and AIs:**

- ANY OF THE OFFICIALS AUTHORIZED TO COORDINATE ON DoDDs AND DoDIs THAT ESTABLISH POLICY.
- THE OSD PAS OFFICIALS.\*
- THE DEPUTY UNDER SECRETARIES AND DEPUTY ASSISTANT SECRETARIES OF DEFENSE.
- THE DoD DEPUTY INSPECTORS GENERAL.

**DTMs:** Shall be coordinated with the mandatory coordinators, at a minimum. DTMs that establish policy shall be coordinated at the same level as DoDDs and policy DoDIs. DTMs that implement policy shall be coordinated at the same level as non-policy DoDIs.

\***The OSD PAS officials are:** the USDs; Deputy Chief Management Officer; PDUSDs; Director, Defense Research and Engineering; Director, Operational Test and Evaluation; Director, Cost Assessment and Program Evaluation; Director, Operational Energy Plans and Programs; the ASDs; the Assistant to the Secretary of Defense for Nuclear and Chemical and Biological Defense Programs; the GC, DoD; and the IG DoD.